



USAID/Jamaica Project Management Assistant (OEH) Foreign Service National Position Description

The U.S. Agency for International Development (USAID) is seeking a Project Management Assistant to work on a full-time basis in the Office of Environment and Health (OEH).

13. BASIC FUNCTION OF POSITION

The USAID/Jamaica Project Management Assistant (PMA) is located in the (technical) Office of Environment and Health (OEH) and reports directly to the OEH Office Director. The PMA contributes to and supports activities on Environment/Global Climate change (GCC), HIV/AIDS (PEPFAR). With minimal supervision and guidance from the Office Director, the PMA provides programmatic support to the OEH team. The PMA manages the OEH procurement plan in consultation with the Program Office and encompasses a good basic understanding of the substantive work of the technical office. The PMA also provides administrative support in the absence of the OEH Administrative Assistant.

14. MAJOR DUTIES AND RESPONSIBILITIES

Core Support for Project Management - 80%

- a. **Budget:** Prepares budgets and financial reports for the OEH and provides financial and budgeting assistance to OEH staff, including reports on sub-obligations, quarterly accrual reports, pipeline expenditures, host country contributions, project budgets and other financial matters, as needed.
- b. Works closely with AOR/COR's and Activity Managers to ensure that projects/activities meet objectives within agreed budgets and implementation timelines, including ensuring that contractors, grantees and OEH staff are in compliance with all implementation agreement terms and U.S. government and relevant Government of Jamaica policies and procedures, e.g. by checking budgets, statements of work, program descriptions, terms of reference and work plans for any inconsistencies.
- c. **Procurement:** Mission procurements may be initiated in Kingston or through the Regional USAID Mission in the Dominican Republic. Both of these processes require substantive knowledge of complex acquisition and assistance regulations. The incumbent serves as the primary coordinator for administrative procurement for OEH both with USAID/DR and the Embassy in Kingston. Initiates purchase requests. Provides necessary justifications and documentation. Tracks and facilitates procurement actions in the GLAAS system from request to delivery (e.g. contracts, grants, purchase

orders, incremental funding actions, modifications to agreements, etc.). Updates the procurement plan for OEH activities and implementing mechanisms.

- d. **Portfolio/Pipeline Review:** Assists in the development of required reports with CORs/AORs by compiling data relevant to the portfolio and its budget and reporting on progress in achieving results and objectives. These reports would include but are not limited to Operational Plans, Strategic Plans/Country Assistance Strategies, Congressional Notifications (CNs), briefs/talking points/speeches for the Ambassador, the Mission Director and other Mission staff; program summaries; responses to special requests from Congress, USAID/Washington, other USG agencies, and the GOJ; and, other performance reports.
- e. **Office Coverage:** Provides similar support for other technical offices (e.g. Office of Citizen Security-OCS, and Program Office-OPPM) to cover temporarily for PMA staff on leave or TDY.
- f. Ensures the timely submission of vouchers related to OEH. Reviews vouchers from implementing partners for the OEH team and ensures that all required documentation is attached to vouchers before forwarding to the Controller's Office for processing and filed as part of the official AOR/COR file. Maintains a log and tracks all vouchers forwarded for payment for the OEH portfolio. . Works with the OEH Administrative Assistant to ensure award documentation is on file for vital records. In the absence of the Admin Assistant, they will facilitate the processing of other vouchers for projects that fall under the purview of OEH or OCS respectively
- g. Externally, the incumbent liaises directly on behalf of the technical office or the Mission with technical level GOJ officials or representatives, other development partners, private institutions, non-governmental organizations, and professional associations who are involved in the design, implementation and evaluation of relevant award/implementing mechanisms.

Administrative Tasks - 20%

- a. Writes letters and liaises with host government administrative staff to resolve logistical or administrative issues, e.g. the extension of work permits and visas, the clearance of equipment or supplies through Customs or the release of such items from one Ministry to another, especially in the absence of the OEH Administrative Assistant.
- b. Advises Temporary Duty (TDY) staff and technicians on local matters relevant to their specific fields of activity and assists them in better carrying out their duties.

- c. Assists the OEH Administrative Assistant in maintaining the OEH filing system (e.g. filing incoming and outgoing correspondence; maintaining chronological and all project other files; and maintaining the Correspondence Tracking/Control System), especially in the absence of the OEH Administrative Assistant.
- d. Works closely with the OEH Administrative Assistant to make arrangements and manage logistics for meetings, conferences, workshops and other events. In doing so, works with appropriate contacts both within and outside the Mission to ensure that all high level and critical speakers/participants are available/committed, that the conference/workshop space is booked, that necessary materials are photocopied and provided to participants, that equipment and conference materials are ordered in a timely fashion and are operable, that travel and lodging arrangements have been made for any invited guests, that office personnel meet any commitments/agreements made at the above venues, so that they can be carried out in a timely manner, checks and/or develops the budget, and checks contractual agreement documents for any inconsistencies.
- e. Brings important issues/information to the attention of the OEH staff that may need to be addressed. Learn the Embassy's procurement and/or administrative systems such as ARIBA, WebPass, eServices and ASIST and must be able to provide expert guidance to OEH staff on these actions and processes. Must also be a requestor with active access to these systems so that if necessary he/she can move actions along expeditiously.
- f. In the absence of the OEH Administrative Assistant and/or when otherwise necessary due to high priority deadlines, provides administrative support to Mission staff including but not limited to scheduling and arranging meetings, site visits, conferences, and workshops; locating and assembling information for briefings, meetings and conferences; ordering and maintaining the inventory of office supplies and equipment; and, performing word processing duties.

Other Duties as assigned or required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: A Bachelor's degree in business, management, finance, accounting, economics, development studies, international affairs, international relations, or a related field is required.

Prior Work Experience: Three (3) to five (5) years of project administration or other related technical experience is required.

Post Entry Training: Post-entry training related to USAID policies, procedures, systems and formats will be provided. Additional USAID and/or other appropriate training may be provided,

based on availability, job relatedness, and availability of funding as identified in the yearly Work Development Plan (WDP) and agreed upon with his/her supervisor.

Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (fluent) written and oral proficiency in English is required. Mastery of English grammar and spelling, punctuation, paragraph and sentence structure is required.

Job Knowledge: Demonstrated proficiency in preparing/formatting/completing various acquisition and approval documents, budgets, spreadsheets for financial analysis, Action Memoranda, reports and various forms of correspondence efficiently and with minimal errors. Thorough knowledge of programmatic and administrative office procedures and project administration practices are required. Must be able to interpret and correctly apply instructions outlined in the Automated Directive System (ADS) and other Mission Orders policies, procedures and regulations.

Skills and Abilities:

- Sound Financial and Project Management background;
- Extreme accuracy and efficiency in typing, including the ability to prepare documents in a professional and competent manner with minimal editorial changes required prior to distribution;
- Ability to take initiative to organize, prioritize, and follow through on work assignments;
- A high level of proficiency in word processing, spreadsheet, presentation, and database software and in other computer skills;
- Ability to prepare independently and to contribute technically to reports and documents related to OEH activities, especially those related to financial and budgeting matters, such as accrual, pipeline, budget variance, budgets and performance data;
- Ability to create and edit charts, tables, graphs and presentations, using PowerPoint, Word, and Excel software with minimal assistance;
- Demonstrated working knowledge of administrative filing systems and project administration techniques;
- Excellent interpersonal skills;
- Ability to effectively gather, interpret, and report on data obtained from a variety of sources;
- Ability to differentiate between solid and questionable data sources;
- Ability to effectively communicate with individuals on project management issues orally and in writing; and,
- Ability to operate effectively in a team environment and to work efficiently on an independent basis.

16. POSITION ELEMENTS

Supervision Received: The immediate supervisor is the Director of the Office of Environment and Health (OEH). The Supervisor will establish work objectives, prepare the annual performance evaluation report and establish priorities with input from the PMA and other OEH staff. The incumbent must be able to perform both routine and more substantive duties with a minimum of guidance and little or no follow-up. Specific instructions will be given for new or unusual assignments. The PMA will work closely with the entire OEH staff and use his/her own initiative to prioritize routine requirements and follow through on assignments, as agreed with the Supervisor.

Supervision Exercised: This is a non-supervisory position.

Available Guidelines: USAID records and communication management procedures, USAID Automated Directive System (ADS) guidance, USAID Acquisition Regulation (AIDAR), the Federal Acquisition Regulation (FAR), Acquisition and Assistance Policy Documents (AAPDs), the Code of Federal Regulation (CFR), USAID/Jamaica Mission Orders, USAID/Jamaica-established secretarial and administrative operating policies, procedures and formats, operational guidance from the USAID/ Latin America and Caribbean Bureau (LAC), verbal guidance from the Office Director and other staff; and specific, detailed instruction (when necessary) for carrying out new and unique assignments.

Exercise of Judgment: Must be able to prioritize work assignments and judge what tasks are urgent and require immediate follow-up and/or response. In case of uncertainty, the incumbent must know when to ask questions and when to seek further guidance and/or explanation from his/her Supervisor and to other co-workers. Uses initiative and sound judgment and exercises discretion in dealing with other professional personnel, counterparts, and others in completing assignment.

Authority to make Commitments: The incumbent has no authority to make commitments or commit U.S. Government funds on behalf of the U.S. Government, USAID/Jamaica or the Office of Environment and Health.

Nature, Level and Purpose of Contacts: The incumbent must communicate well verbally and in writing with all U.S. Government (USG) agency employees, all GOJ representatives, USAID/Jamaica personnel, individuals on short-term Temporary Duty (TDY), VIP visitors, counterpart personnel at all levels (including development partners, implementing partners, and the private sector). Many contacts with GOJ officials, other U.S. Embassy personnel and/or implementing partners are substantive in nature, and the incumbent must be sensitive to the necessity for discretion and confidentiality and to not commit the USG to a particular course of action.

Time Required to Perform Full Range of Duties after Entry into the Position: One (1) year.